**Output Verification Template**

**Field Visit Report Format**

The content of the field visit report varies depending on the purpose of the visit. At a minimum, any field visit report must contain an analysis of the progress towards results, the production of outputs, partnerships, key challenges and proposed actions. **This format may be** **changed to suit local needs.**

**Date of visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Subject and venue of visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[Project number(s) and title(s), venue visited]

**Purpose of the field visit:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Outcomes** | **Update on**  **outcomes** | **Outputs** | **Update on**  **outputs** | **Reasons if**  **progress**  **below**  **target** | **Update on**  **partnership**  **strategies** | **Recommendations**  **and**  **proposed action** |
|  | A brief analysis  on any relevant  changes pertaining  to the  outcome as  stated in results  matrix. | State  output  from  project  document  or work  plan. | Achievements  of the project  in outputs  (marking if  strategic) and  soft assistance  (if any). | If applicable. |  | Actions on any matter related to  outcome, progress of outputs, and/or partnerships. Corrective measures.  Responsibilities/time. |

**PROJECT PERFORMANCE—IMPLEMENTATION ISSUES**

[If the person conducting the field visit observes problems that are generic and not related to any

specific output, or that apply to all of them, he or she should address the ‘top three’ such challenges.]

List the main challenges experienced during implementation and propose a way forward.

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**PROGRESS TOWARDS RESULTS**

**LESSONS LEARNED**

Describe briefly key lessons learned during the project:

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**Participants in the field visit:**

**Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Name, title and organization)

**Annexes**

List of persons met

Other annexes